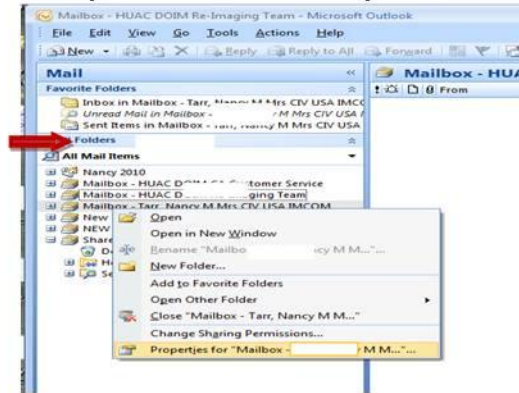


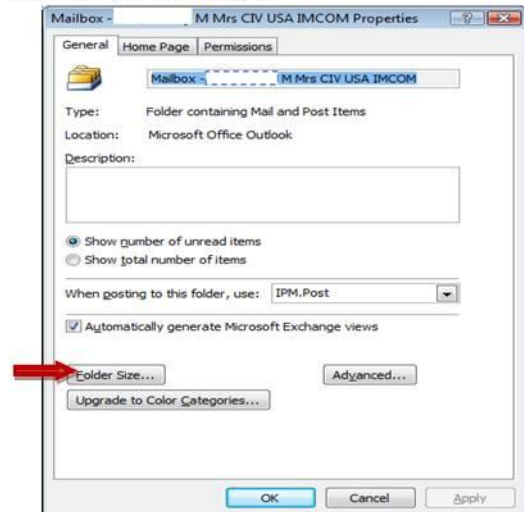
# How To Check Mailbox Size

1. Open Outlook

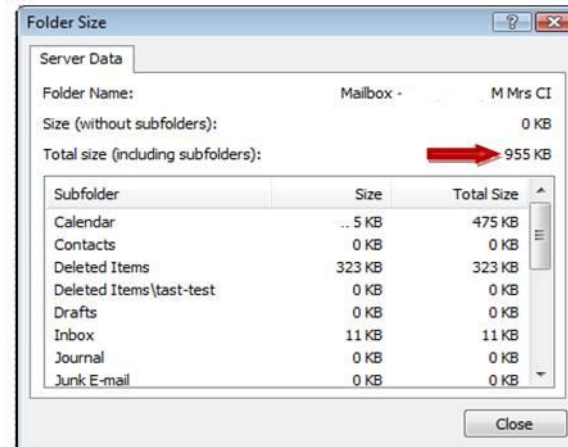
2. Right Click on your Mailbox (ie. Mailbox – Your name ) and then click on “Properties”



3. Click on “Folder Size”



4. Here you will be able to see what your mailbox size is



5. Click on “Close” and then click on “OK”